

# Church Basement Rental Information

*Due to weddings, the Church Basement is typically not available for rent on Saturdays May - September.*

## CHURCH BASEMENT AMENITIES:

- 1) The Church Basement will accommodate a maximum of sixty-eight (68) people seated. There are nine (9) tables and sixty-eight (68) chairs available.
- 2) There are two (2) restrooms, one large mirror, seating, and a coat rack located just off the kitchen. If Rental issues arise after the Park's office hours, please contact the Security/Maintenance staff on the Park grounds.
- 3) The Church Basement has a full kitchen and electric. The kitchen is equipped with sink, stove, and refrigerator.
- 4) Parking is available behind Church, at the River Lot, at the Upjohn Administrative Office Building, and on the Events Green. The basement is located on the south/east side of the church at the rear of the building.
- 5) Temporary signs may be erected on Charlton Park grounds, at the main gate, the ticket booth, and at your Rental site. Wood or wire framed signs are allowed to be placed into the ground and must be removed at the end of your visit. Use of tacks, staples, and nails on any trees or at the structure is strictly prohibited.
- 6) Air Conditioning: The Church Basement is not air conditioned and the windows do not open. You may use your own box fans and extension cords.

## CHURCH BASEMENT POLICIES:

- 1) Rental of the Church Basement is for a four (4) hour time spot. For additional hours and pricing, see the Facility Rental Contract.
- 2) SMOKING AND ALCOHOL ARE PROHIBITED in the Church and in the Church Basement.
- 3) Food and non-alcoholic beverages are allowed with the rental of the Church Basement, but visitors are not allowed to bring these items into any other Village Buildings. Glass containers are prohibited. For beverage and container Policies see Facility Rental Contract.
- 4) The atmosphere of an early rural Michigan Village is preserved by us not placing barriers between the artifacts and our visitors. All items displayed on shelves and counters are museum artifacts. Please do not handle or move these artifacts. Please do not open the closed cupboards or doors.
- 5) Modern Vehicles - The Village recreates life in early rural Michigan, when horse, buggies and wagons stood in front of homes and businesses. Please help us to preserve our historic village ambiance and visitor safety by parking in designated areas, so that other visitors may appreciate history. NO modern vehicles are allowed to be driven into or through the Village in order to preserve the Village and for the safety of visitors. Parking is in the Upjohn administrative offices parking lot or grassy areas around it.
- 6) All children must be accompanied by an adult while visiting the Village, Museum, and Gift Shop.
- 7) Amplified music (i.e.: D.J) is allowed after the Village closes at 4 pm. Charlton Park reserves the right to ask you to turn your music down or off if it is disturbing the surrounding neighbors.

# Additional Rental Options

## KEG/CAN BEER & WINE SITE RULES & PERMIT POLICIES:

- 1) Beer/Wine Permits are issued only for the Rental Area indicated on the form. Charlton Park reserves the right to limit the number of permits issued in the Park per day. Charlton Park reserves the right to limit the number of permits issued per year to any group or persons. For pricing see the Facility Rental Contract.
- 2) The casual consumption of alcoholic beverages is not allowed at the beach, picnic area, parking lots, playgrounds, boat launch, in Village buildings, or on the Park's grounds. Keg/Can Beer and Wine permits that are issued to users are limited to the immediate area of Rental. Immediate area is defined as the site itself, and approximately a seventy-five (75) foot radius around the rental site.
- 3) Beer/Wine Permits are NOT issued for the Church, Church Basement, or the Township Hall.
- 4) Permit is valid during the Park's regular hours. For Charlton Park's open hours during the Rental seasons see below. Charlton Park reserves the right to monitor activities where beer and wine are consumed. If the privilege is abused, future use will be prohibited. Any abuse will be documented. Charlton Park may immediately revoke a permit if rules are not followed, if individuals or groups are intoxicated, creating a problem, or disturbing other Park guests. This may include being asked to leave the Park.
- 5) Minors shall not be allowed to possess or consume beer, wine, or alcohol. It shall be the responsibility of the Lessee and the group as a whole to insure that the behavior and actions of all individuals associated with the group follow the rules. Permit holders shall be responsible and shall pay any damages to Charlton Park or any others, for any nuisance made or suffered.
- 6) Glass beverage containers are prohibited in the Park. Glass containers of wine and champagne will be allowed during weddings at the head table only. Boxed wine, keg, and canned beer are allowed with Permit. Beer bottles are prohibited on the grounds of Charlton Park. The keg shall be kept as inconspicuous as possible.

## MOVING PICNIC TABLES:

- 1) If you request additional Picnic Tables to be moved to your Rental Site, this service must be scheduled at least five (5) business days in advance with the Park's office staff. The number of available picnic tables may be limited. A maximum of fifteen (15) Tables may be requested for relocation. For pricing see the Facility Rental Contract. The Picnic Tables that are available for moving are eight (8) foot long.

## ADDITIONAL PARK HOURS AFTER CLOSING TIME:

- 1) All requests for additional Park hours after closing time, MUST be Director approved!  
For pricing on purchasing additional Park hours see Facility Rental Contract.

## HISTORIC CHARLTON PARK OPEN HOURS: *(weather permitting)*

- Office Hours: Please call 269-945-3775 and leave a message to schedule an appointment
- The North Gate opens daily at 8:00am
- During the Rental Seasons the Park's closing times are as follows:  
(April 7:00pm) (May 8:00pm) (June – August 9:00pm) (Sept 8:00pm) (October 7:00pm)

# Historic Charlton Park Driving Directions and Map

2545 South Charlton Park Rd • Hastings, MI 49058-0390

Phone: 269-945-3775

**From the Grand Rapids area:** Travel (southbound) on Broadmoor/M-37 to Hastings. Turn right on Broadway, then left on Green St., and then right on Hanover at the blinking light. A mile later, take a left (past the red barn on the left) onto eastbound M-79. Travel (eastbound) for about a mile. Then take a left (northbound) at the Marathon station on to S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

**From the Kalamazoo area:** Travel M-43 to M-37 in Hastings. Turn right on Broadway, then left on Green St., and then right on Hanover at the blinking light. A mile later, take a left (past the red barn on the left) onto eastbound M-79. Travel (eastbound) for about a mile. Then take a left (northbound) at the Marathon station on to S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

**From the Battle Creek area:** From M-37: Travel north on M-37, turn right onto eastbound M-79, take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge. From M-66: Go North on M-66, turn left on westbound M-79, take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

**From the Charlotte area:** Travel M-70/E. Lawrence Ave., turn right on M-66/M-79, turn left on westbound M-79 when M-66 continues. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

**From the Lansing area:** Travel I-96 East to I-69 South. Take exit 61 towards I-69-BR/Charlotte. Turn right on M-79/Lansing Rd. Turn right on M-79/M-66. Turn left on M-79 when M-66 continues on. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

